

ACQUISITION ALERT 00-02

This Acquisition Alert notice is being transmitted to all NOAA Heads of Contracting Offices (HCOs). If you have any questions or comments about the Alert, please contact Helen Hurcombe by e-mail or by telephone on (301) 713-0836.

PLEASE SHARE THIS MESSAGE WITH YOUR ACQUISITION STAFF:

1. COMMITTS PREFERRED SOURCE POLICY—By memorandum dated April 25, 2000, Secretary Daley has established the COMMITTS program as the preferred source for fulfilling agency information technology (IT) requirements. Effective with the date of this memorandum, Department policy is that “ALL IT contracts are required to use the COMMITTS program unless there is a legitimate reason not to do so. (A legitimate reason means, for example, that you need to purchase a service that no COMMITTS company can provide).”

Accordingly, all IT contract awards made to other than a COMMITTS program contractor, must include documentation in the award file that reflects the basis for the decision to not use the COMMITTS program. This documentation must be thorough and based on fact, not assumptions. Because of the high visibility of this program and pending issuance of departmental policy on waiver process, all such determinations shall be approved at the level of the NOAA Procurement Executive (Director, Acquisition and Grants Office).

The determination should include, as a minimum, the following information:

- Requisition Number
- Description
- Line Office
- Value
- Basis for the recommendation (e.g., what market research has been done, a discussion of the specific requirement as it compares to COMMITTS vendors' capability to meet the need, any other factors affecting the decision, etc.)
- Contracting Officer Name and Phone Number
- Contracting Officer Technical Representative and Phone Number

To keep the process as informal and expeditious as possible, determinations shall be submitted and final decisions will be issued via e-mail.

2. AMD has recently begun a rotational program to familiarize AMD personnel with the COMMITTS program and its processes. Seven contract specialists will complete a 30-60 day rotation working in the COMMITTS office. As a result, AMD will be delegated authority to process COMMITTS awards directly and at a reduced cost to the customer.

Any other offices interested in obtaining this delegated authority should submit, via e-mail, the names, grades, and location of contract specialists within their operations that they propose to be trained in this process. For SAO, it is expected that a rotation in the COMMITTS office will be required. For the ASCs and NDBC, special arrangements will need to be developed. Once nominations are received from each ASC and NDBC, contact will be made with the COMMITTS office to identify ways to achieve the desired training/experience and the delegated authority.